

Enterprise Human Resources and Payroll

#23 – *PCA BATCH TERMINATION*



As of 11/12/02, users will no longer need to key a stop for PCAs. Each pay period a batch process will be run to stop an employee's PCA based on the Contract End Date entered on the Service Agreement Page. This process will be run on Sunday (the first day of the pay period). The effective date of the row inserted will be Saturday (the last day of the prior pay period).

The batch process will insert a row into the employee's record for the stop with the following attributes:

- Effective Date: Contract End Date
- NOA: 959
- NOA Ext: 0
- Action: DTA
- Reason: DTA
- The PCA earnings code (Z codes) will be removed from the Other Pay Information page.

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Will the batch process still insert a row if there is an action in progress?

- Yes, the batch process will insert the row at the most current processed or corrected row.
- When that action in progress is being completed, it is the HR Processors responsibility to modify the rows as applicable.

How will users know what action have been inserted by the batch process?

- Users will be able to generate a query to determine what has been processed or what errors have occurred.
- Home > PeopleTools > Query Manager > Use > Query Manager.
- Query Name: HE_MASS_MASK_STATUS.
- Please see Postcard #30 for instructions on how to use the report.

What if the employee has an earnings code of PCA?

- The batch termination will not automatically terminate the PCA if the earnings code was erroneously entered as PCA instead of one of the Z earnings codes. This would need to be terminated manually. Be sure to use the Z earnings codes for PCA.